

OSS ARCHIVES

WASHINGTON - PERS. PERS. 2

REPORT - OSS

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SECRET

16,949
Personnel Milit.

27 August 1945

MEMORANDUM FOR THE DEPUTY CHIEF OF STAFF

Attention: Chief, Personnel and Administrative Branch
Room 4A932, The Pentagon

VIA : The Joint U. S. Chiefs of Staff

SUBJECT : Estimate of Personnel Requirements, Fourth Quarter
Calendar Year 1945

REFERENCE: a. 16 August 1945 Letter, Deputy Chief of Staff
to Agencies JCS Group, et al.

1. There is attached as Appendix A a table of Estimated Requirements for the Fourth Quarter 1945 for Office of Strategic Services.

2. Immediate steps will be taken to reduce personnel to estimated requirements by 1 October 1945. However, ability to do so will depend upon the capacity of Separation Centers to receive Army personnel turned back to them, upon the speed with which applications for inactive duty of officers can be processed by the War Department and, in some cases, upon the ability of theaters to furnish return transportation.

3. The personnel retained will be used to meet existing intelligence obligations in the Far East, in the occupation of Germany and Austria, and in the maintenance of missions in the Middle East and on the Asiatic and European continents. They will also be needed to effect an orderly liquidation of the activities of the

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agency so that, by 1 January 1946 (or at the latest 1 February 1946), the personnel and intelligence activities of the Office of Strategic Services will be reduced to the point where they may either be immediately liquidated or turned over to such agency as may be constituted to carry them on.

William J. Donovan
Director

Appendix A - Estimated Requirements for the Fourth Quarter 1945
for Office of Strategic Services

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ESTIMATED REQUIREMENTS FOR THE FOURTH QUARTER 1945
WAR DEPARTMENT GROUPS

OFFICE OF STRATEGIC SERVICES

25 August 1945

Name of Agency

Date

| <u>Category</u> | <u>Present Authorization</u> | <u>Present Strength</u> | <u>Estimate for 4th Quarter 1945</u> |
|----------------------------|----------------------------------|-----------------------------|--|
| All Types-Total | 11,239 | 11,125 | 5,620 |
| Military Personnel-Total | 8,048 | 7,934 | 4,024 |
| Officer - Total | 2,104 | 2,261 | 1,052 |
| General & Colonel | 55 | 31 | 28 |
| Lieutenant Colonel | 155 | 107 | 78 |
| Major | 334 | 273 | 167 |
| Captain | 646 | 669 | 323 |
| First Lieutenant | 608 | 688 | 304 |
| Second Lieutenant | 306 | 493 | 152 |
| Warrant Officer - Total | 40 | 42 | 20 |
| Chief | 15 | 6 | 8 |
| Junior Grade | 25 | 36 | 12 |
| Enlisted - Total | 5,904 | 5,631 | 2,952 |
| Grade 1 | 266 | 217 | 133 |
| Grade 2 | 341 | 342 | 171 |
| Grade 3 | 573 | 617 | 289 |
| Grade 4 | 812 | 1,120 | 406 |
| Grade 5 | 1,820 | 1,756 | 910 |
| Grade 6 | 770 | 1,183 | 385 |
| Grade 7 | 1,317 | 396 | 658 |
| Civilian Personnel - Total | 3,191 | 3,191 | 1,596 |

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16,949
Personnel Milit.

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MEMORANDUM FOR THE DEPUTY CHIEF OF STAFF such agency as may be con-

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OFFICE OF STRATEGIC SERVICES
Name of Agency

22 August 1945
Page

Category

Present
Authorization

Present

Authorized for
1946

William J. Donovan
Director

| | | | |
|----------------------------|--------|--------|-------|
| All Types-Total | 11,836 | 11,104 | 8,460 |
| Military Personnel-Total | 8,046 | 7,434 | 5,714 |
| Officer - Total | 2,104 | 2,061 | 1,537 |
| General & Colonel | 88 | 81 | 68 |
| Lieutenant Colonel | 185 | 197 | 167 |
| Major | 234 | 272 | 227 |
| Captain | 646 | 665 | 527 |
| First Lieutenant | 808 | 866 | 706 |
| Second Lieutenant | 908 | 923 | 747 |
| Warrant Officer - Total | 40 | 40 | 40 |
| Chief | 15 | 8 | 8 |
| Junior Grade | 25 | 32 | 32 |
| Enlisted - Total | 5,904 | 5,043 | 3,746 |
| Grade 1 | 268 | 247 | 186 |
| Grade 2 | 74 | 242 | 173 |
| Grade 3 | 170 | 170 | 130 |
| Grade 4 | 212 | 170 | 130 |
| Grade 5 | 1,000 | 1,000 | 750 |
| Grade 6 | 1,000 | 1,000 | 750 |
| Grade 7 | 1,000 | 1,000 | 750 |
| Civilian Personnel - Total | 3,790 | 3,670 | 2,746 |

Appendix A - Estimated Requirements for the Fourth Quarter 1945
for Office of Strategic Services

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ESTIMATED REQUIREMENTS FOR THE FOURTH QUARTER 1945
WAR DEPARTMENT GROUPS

OFFICE OF STRATEGIC SERVICES

25 August 1945

Name of Agency

Date

| <u>Category</u> | <u>Present Authorization</u> | <u>Present Strength</u> | <u>Estimate for 4th Quarter 1945</u> |
|----------------------------|------------------------------|-------------------------|--------------------------------------|
| All Types-Total | 11,239 | 11,125 | 5,620 |
| Military Personnel-Total | 8,048 | 7,934 | 4,024 |
| Officer - Total | 2,104 | 2,261 | 1,052 |
| General & Colonel | 55 | 31 | 28 |
| Lieutenant Colonel | 155 | 107 | 78 |
| Major | 334 | 273 | 167 |
| Captain | 646 | 669 | 323 |
| First Lieutenant | 608 | 688 | 304 |
| Second Lieutenant | 306 | 493 | 152 |
| Warrant Officer - Total | 40 | 42 | 20 |
| Chief | 15 | 6 | 8 |
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| Enlisted - Total | 5,904 | 5,631 | 2,952 |
| Grade 1 | 266 | 217 | 133 |
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OFFICE OF STRATEGIC SERVICES

Washington, D. C.

MEMORANDUM

27 August 1945

TO: List S

SUBJECT: Reduction, JCS Allotment

1. Effective 1 October 1945 the JCS allotment of military personnel will be 50% of the current allotment, based on an estimate to be submitted by OSS to the War Department through JCS on 31 August 1945.
2. It is directed that each branch chief submit immediately to the Chief, Personnel Branch, the names of all military personnel to be released on the basis of the estimates forwarded to PPB during the week of 20 August.
3. Since these estimates were in many cases based upon insufficient data concerning future operations and the total number of military personnel reported for release was much less than 50% of our current JCS allotment, it is further directed that each branch chief confer immediately with the Chief, Personnel Branch, relative to reductions over and above those names as presented under paragraph 2.

William J. Donovan
William J. Donovan
Director

(77259)



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Byrd Reports
OASD Budget

DIRECTOR'S OFFICE
NOV 16 5 31 PM '45
OSS

Classified Employees within the United States
(Excludes of employees reported in Tables V, IV and VI.)

15 November 1945

Mr. George Brewer
Assistant Administrative Assistant
Office of the Secretary of War
Room 4E921
Pentagon Building
Washington, D. C.

Dear Mr. Brewer:

In accordance with your telephone conversation with Mr. Saunders of the Budget Office, there are enclosed the monthly employment report (Budget Bureau Form No. A-29) and a monthly personnel report required by the Senate Committee on Reduction of Nonessential Federal Expenditures for the month of October, 1945.

Very truly yours,

FOR THE DIRECTOR:

Edward W. Gamble, Jr.
Assistant Director for Personnel
and Liquidating Officer

Enclosures

ERS:er
cc: Edward W. Gamble, Jr. ✓ (for signature)
Director's Office
Personnel
Mr. Saunders
Budget

PERSONNEL, OSS

PERSONNEL REPORT SUBMITTED TO THE
Committee on Reduction of Nonessential Federal Expenditures

WAR DEPARTMENT
Strategic Services Unit
30 October 1945

TABLE I

Classified Employees within and outside continental United States
(Exclusive of employees reported in Lines 9, 10 and 11.)

CLASSIFICATIONS

| | A | B |
|--------------------------|--------------------|----|
| NUMBER OF EMPLOYEES | PROMOTED EMPLOYEES | |
| CAF SERVICE | 658 | 15 |
| PROFESSIONAL SERVICE | 121 | 15 |
| SUBPROFESSIONAL SERVICE | 7 | - |
| CPC SERVICE | 60 | - |
| CM SERVICE | - | - |
| NOT OTHERWISE CLASSIFIED | 5 | - |
| TOTAL EMPLOYEES | 1,051 | 30 |

Non-classified employees within and outside continental United States.
All employees not included in CAF, Professional, Sub-professional,
CPC, CM, and "Not Otherwise Classified" categories.

Total WOC employees - not to be included above.
Total \$1 P.A. employees - not to be included above.
Total employees on Terminal Leave - not to be included above.

Total: Employees (Within and outside continental United States)
Gross - previous period. Gross expenditures for personnel services.

Total employees outside continental United States.

ADDITIONAL REQUESTS: Not applicable.

For the month of September, were allotted to the Office of Strategic Services.

INDEX, OSS

EMPLOYMENT AS OF 31 October 1945
ESTIMATE OF PERSONNEL REQUIREMENTS
(Excluding Personnel Stationed in Foreign Countries)

October ~~September~~ FISCAL YEAR 1946

| DEPARTMENT (Department or agency) | | Strategic Services Unit (Bureau or branch) | | | | (Ceiling unit) | |
|---|--------------|---|-----------------------|-----------------------|------------|---|------------|
| GROUP | TOTAL (A) | UNDER CEILING | | | | EXCLUDED FROM CEILING BY P. L. 106 (G) | WOO (H) |
| | | TOTAL (B) | PER- MANENT (C) | TEM- PORARY (D) | WAE (E) | \$1 PER YEAR OR MONTH (F) | |
| 1. Total number of employees | 734 | 734 | 731 | 3 | | | 15 |
| 2. Full-time | 733 | 733 | 730 | 3 | | | 15 |
| 3. Departmental | 708 | 708 | 705 | 3 | | | 12 |
| 4. Field | 25 | 25 | 25 | | | | 3 |
| 5. Part-time | 1 | 1 | 1 | | | | |
| 6. Departmental | 1 | 1 | 1 | | | | |
| 7. Field | | | | | | | |
| 8. Total man-months—Part-time service | .8 | .8 | .8 | | | | |
| 9. Departmental | .6 | .6 | .6 | | | | |
| 10. Field | .2 | .2 | .2 | | | | |
| 11. Personal services obligations | 169,642 | 169,642 | 166,677 | 3,025 | | | |
| (obj. class. 01) (In thousands of dollars) | | | | | | | |
| 12. Departmental | 158,268 | 158,268 | 155,243 | 3,025 | | | |
| 13. Field | 11,374 | 11,374 | 11,374 | | | | |

NOTE.—For explanation of terms and headings, see other side.

| Class | Current Ceiling (I) | Agency's Present Request (J) | Agency employment as of _____ (K) | Increase (+) or decrease (—) in Agency's Present Request Compared with Column (I) (L) | Column (K) (M) |
|-------------------------------------|---------------------------|------------------------------------|---|---|-------------------|
| Total—Full-time: | | | | | |
| Departmental | | | | | |
| Field | | | | | |
| Total—Man-months—Part-time service: | | | | | |
| Departmental | | | | | |
| Field | | | | | |

JUSTIFICATION

BUDGET, OSS

Form No. A-29, Revised July 1945
and the Territories
of time

Form approved.
Budget Bureau No. 80-R001.3.

EMPLOYMENT AS OF 31 OCTOBER 1945
ESTIMATE OF PERSONNEL REQUIREMENTS
(Excluding Personnel Stationed in Foreign Countries)
Territories and Possessions
October ~~Quarter~~ FISCAL YEAR 19 46

| WAR DEPARTMENT (Department or agency) | | Strategic Services Unit (Bureau or branch) | | (Ceiling unit) | | | | |
|---|--------------|---|-----------------------|-----------------------|------------|------------------------------------|---|------------|
| GROUP | TOTAL (A) | UNDER CEILING | | | | | EXCLUDED FROM CEILING BY P. L. 108 (G) | WOC (H) |
| | | TOTAL (B) | PER- MANENT (C) | TEM- PORARY (D) | WAE (E) | \$1 PER YEAR OR MONTH (F) | | |
| 1. Total number of employees | 3 | 3 | 3 | | | | | |
| 2. Full-time | 3 | 3 | 3 | | | | | |
| 3. Departmental | | | | | | | | |
| 4. Field | 3 | 3 | 3 | | | | | |
| 5. Part-time | | | | | | | | |
| 6. Departmental | | | | | | | | |
| 7. Field | | | | | | | | |
| 8. Total man-months—Part-time service | | | | | | | | |
| 9. Departmental | | | | | | | | |
| 10. Field | 504 | 504 | 504 | | | | | |
| 11. Personal services obligations (obj. class. 01) (In thousands of dollars) | | | | | | | | |
| 12. Departmental | 504 | 504 | 504 | | | | | |
| 13. Field | | | | | | | | |

NOTE.—For explanation of terms and headings, see other side.

| Class | Current Ceiling (I) | Agency's Present Request (J) | Agency employment as of _____ (K) | Increase (+) or decrease (—) in Agency's Present Request Compared with Column (I) (L) | Column (K) (M) |
|-------------------------------------|---------------------------|------------------------------------|---|---|-------------------|
| Total—Full-time: | | | | | |
| Departmental | | | | | |
| Field | | | | | |
| Total—Man-months—Part-time service: | | | | | |
| Departmental | | | | | |
| Field | | | | | |

JUSTIFICATION

655147°

PROJECT, OSS

TO

FROM

SUBJ

Explanation of Terms and Headings, Budget Bureau Form No. A-29, Revised

The agency's estimate of requirements will exclude the following classes of employees:

- (a) Employees whose official station is outside the 48 States, the District of Columbia, and the Territories and possessions.
- (b) Employees on extended leave without pay. Extended leave without pay is defined as absence on such leave throughout the entire period covered by the estimate.
- (c) Casual workers—those hired informally "on the spot" without appointment, for short intervals of time to cope with fire, flood, and other emergencies.
- (d) Workers or trainees whose compensation is in the nature of an allowance, e. g., prisoners of war and inmates of prisons and penitentiaries.
- (e) Any personal services the expense of which is properly chargeable to "07 other contractual services" under the instructions in Budget-Treasury Regulation No. 1, Revised (unless, in the case of certain war agencies, the Bureau of the Budget specifies otherwise).

LINE ENTRIES

1. *Departmental and field services* represent employees occupying "departmental" and "field" positions as determined by the work performed, regardless of geographical location.

2. *Full-time employees* means those, regardless of class or nature of appointment, who work the hours and days required by the official workweek for the group or class of employees in which they are employed. (For example, the official workweek of clerical employees may be 5 days of 8 hours each; thus, employees required to perform clerical duties for 5 days of 8 hours each per week are full-time employees. Similarly, if the official workweek for a teacher is 5 days of 6 hours each, all teachers who are required to work the 5 days of 6 hours each per week are full-time employees.) Such employees may be compensated on a salary or wage basis at hourly, daily, weekly, monthly, or yearly rates.

3. *Part-time employees* are those, regardless of class or nature of appointment, who work hours or days less than the hours and days of work for full-time employees in the same group or class. Such employees may be compensated on a fee basis, or on a salary or wage basis, at hourly, daily, weekly, monthly, yearly, or per unit rates.

4. *Month*, for the purpose of computing man-months, means the calendar month. With respect to piece-rate and fee-basis employees' services, these may be translated into man-months on whatever formula the employing agency finds most practicable. The formula used should be explained in a memorandum accompanying the estimate. Man-months will represent the total needs for the estimate period. Ceiling allowances stated in terms of man-months are not cumulative from one period to another.

5. *Personal services obligations* represents the total obligations during the estimate period for services to be rendered under each of the types of positions. Under "Justification" explain the need for any funds shown under headings not provided for in the Budget, and whether permanent, temporary, or "WAE" funds are expected to be used.

6. *Employees temporarily detailed* will, in accordance with Civil Service Commission rules and regulations, be considered as serving in their regularly assigned position.

COLUMN DESIGNATIONS

7. Column (A) is the sum of columns (B) and (C).

8. *Under ceiling*.—Exclude (1) the heads of agencies, (2) judges, (3) elected officials, if any, and (4) those employees of the War and Navy Departments and the War Shipping Administration exempted from ceiling determinations during the period of present hostilities.

(a) *Permanent*.—Employees requested under this heading should include all personnel reflected in the personnel schedules in the Budget or supplemental estimates as "permanent," regardless of the nature of their individual appointments or absence of formal appointment. Such employees may be compensated on a salary or wage basis, at hourly, daily, weekly, monthly, or yearly rates. WAE, \$1-per-year or \$1-per-month, and WOC employees should not be reported under this head.

(b) *Temporary*.—Employees requested under this heading should include all personnel reflected in the personnel schedules in the Budget or supplemental estimates as "temporary employment," regardless of the nature of their individual appointments or absence of formal appointment. Such employees may be paid on a salary or wage basis at hourly, daily, weekly, or monthly rates. WAE, \$1-per-year or \$1-per-month, and WOC employees should not be reported under this head.

(c) *WAE* employees are those serving on an irregular or occasional basis. Such employees may be compensated on a fee basis or on a salary or wage basis at hourly, daily, weekly, monthly, yearly, or per unit rates.

(d) *\$1-per-year or \$1-per-month* employees are those serving on the compensation basis indicated by the title hereof.

9. *Excluded from the ceiling by Public Law 106*.—Enter here the heads of the agency, judges, elected officials; also enter here those employees of the War and Navy Departments and War Shipping Administration exempted from ceiling determination during the period of present hostilities.

10. *WOC* employees are those employees appointed or otherwise engaged to perform services on a regular or intermittent basis, whose appointment does not provide for salary or wage payments. Do not include in column (A) any numbers shown in column (H).

COLUMN I.—Insert latest number or numbers shown in the latest letter of determination from the Director of the Bureau of the Budget.

COLUMN J.—Enter figures reported on lines 3, 4, 9, and 10, column (B), respectively.

COLUMN K.—Enter full-time employment reported on latest Civil Service Commission Form 3257, Revised, comparable with Column (J) and the cumulative total of man-months of part-time service used during the latest three periods reported on CSC Form 3257.

JUSTIFICATION.—State in terms of changes in work load and recruitment experience and justify any increase or explain any decrease in the estimate as compared with (1) the current ceiling and (2) the employment as of the date shown.

CONFIDENTIAL**Office Memorandum • UNITED STATES GOVERNMENT**

DATE: 10 September 1945

TO : The Executive Officer
FROM : Major Wm. G. Tharp *WST*
SUBJECT: Status of OSS Budget

(1) Mr. E. R. Saunders, Acting Chief, Budget and Procedures Branch, advised me that the agency budget for the period of 1 July 1945 to 1 February 1946 had been established in the amount of \$10,500,000. This budget covers a calendar period of seven months.

(2) He stated that his office is responsible for maintaining the fiscal control records incident to this budget and that expenditures during the months of July and August have amounted to approximately \$2,500,000 per month, or a total of \$5,000,000. This leaves a balance for the remaining five months of the budgetary period of \$5,500,000. On a pro-rata basis it would make available slightly more than \$1,000,000 per month.

(3) It will be readily observed that if the current rate of expenditure in the amount of \$2,500,000 per month is continued that funds will be available only until approximately the middle of November 1945. Under these circumstances it is obvious that drastic curtailments will have to be made in personnel and other activities in the immediate future.

CONFIDENTIAL

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2. The total appropriation to the Office of Strategic Services for the National War Assets Administration Act, 1945 (Public Law 124, 73rd Congress) was \$30,000,000. The amount of the budget appropriated a reduction of \$2,000,000 following the Act. On 1 October 1945, the House Appropriations Committee recommended an additional reduction of \$2,000,000 from the 1945 appropriation. The Office of Strategic Services was to receive \$26,000,000. Of this \$26,000,000, \$24,000,000 had been obligated at 30 September 1945.

23 October 1945

Sincerely,

Honorable Andrew J. May
 Chairman, House Military Affairs Committee
 House Office Building
 Washington, D. C.

THE SECRETARY
 OF THE HOUSE OF REPRESENTATIVES
 WASHINGTON, D. C.

Dear Congressman May:

At the meeting held last Wednesday with Mr. Burton and Mr. Miller, representing your committee, they asked that I furnish the committee with the following statistics:

1. By virtue of Executive Order 9621, dated 20 September 1945 (copy attached), OSS personnel were transferred to either the War or State Departments on 1 October 1945 as follows:

| | Civilian | Military | Total |
|---------------------|----------|----------|-------|
| To War Department | 1851 | 7177 | 9028 |
| To State Department | 841 | 521 | 1362 |

20,390

2. On 19 October 1945, the total strength of Interim Research and Intelligence Service (State Department) and Strategic Services Unit (War Department) was as follows:

| | U. S. | Overseas | Total |
|------|-------|----------|-------|
| SSU | 3096 | 4544 | 7640 |
| IRIS | 984 | 124 | 1108 |

Of these for whom overseas stations are indicated, approximately one half are presently awaiting return transportation to the United States.

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3. The total appropriation to the Office of Strategic Services by the National War Agencies Appropriation Act, 1946 (Public Law 156, 79th Congress) was \$20,000,000. The Bureau of the Budget recommended a rescission of \$9,500,000 following V-J Day. On 17 October 1945, the House Appropriations Committee recommended an additional rescission of \$2,000,000 from the 1946 appropriation for the Office of Strategic Services (see H. R. 4407 and House Report No. 1125). Of the \$8,500,000 remaining, \$5,653,824 had been obligated by OSS prior to 1 October 1945.

Sincerely,

JOHN MACGRUDER
Brigadier General, USA
Director

Enclosures:

Executive Order 9621
Letter of President to Dir. of Strategic Services
Letter of President to Secretary of State

cc: Brig. General K. C. Royall
Col. Gamble
Mr. Ream

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BUDGET, OSS